

Section II: Local Agency Procedure Manual

III. Local Management Information Services (MIS)

A. Access Request

Purpose

M-SPIRIT contains confidential participant information. In order to protect the confidential information, access is limited by both State IT authorization of users and secure networks and equipment.

Policy

Access to M-SPIRIT may be made from DPHHS provided networks and equipment and/or from secure networks from another business entity. Access to M-SPIRIT may not be made from a personal home computer.

1. Access to M-SPIRIT

- The DPHHS will provide secure networks and equipment to allow access to the M-SPIRIT central services.
- Local agencies choosing networks and equipment not provided by the DPHHS will comply with accessing M-SPIRIT using only secure networks and equipment.
- All local agency users will sign the NON-DPHHS Employee System/File Access Request (OM-300B) and comply with the policies listed on the form.

2. Request Access

- Request access to M-SPIRIT using one of the tracks in the table below.

State Network Users:	Off State Network Users:
1. Complete DPHHS Employee System/File Access Request (OM-300B).	1. Complete DPHHS Employee System/File Access Request (OM-300B).
2. Using the user ID provided by the State WIC Office, log into eLearn and complete the M-Spirit and Civil Rights training modules.	2. Create account in eLearn to complete the M-Spirit and Civil Rights training modules.
3. Notify the State WIC Office when training is complete, so that verification can be done by the State WIC Office.	3. Notify the State WIC Office when training is complete, so that verification can be done by the State WIC Office.
4. Once M-Spirit access is processed, state WIC staff will contact the employee.	4. Once M-Spirit access is processed, state WIC staff will contact the employee.

- The DPHHS network and/or equipment will be maintained by the state. Users must comply with network policies and perform maintenance actions as needed; e.g., connecting equipment to

the state network for weekly updates. Any state-owned equipment will be inventoried and periodically verified.

- The non-DPHHS network and/or equipment will be maintained by a responsible organization or business. Examples of this are our current contractors and their subcontractors; county governments; health care entities; and tribal governments.